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WAR FOOD ADMINISTRATION  
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School Lunch Letter #4

September 30, 1943

TO: COUNTY SUPERINTENDENTS OF SCHOOLS

FROM: Vernon L. Nickell  
State Superintendent of Public Instruction  
Springfield, Illinois

W. A. Stolte, State Supervisor  
Food Distribution Administration  
5 S. Wabash Avenue, Room 1205  
Chicago 3 Illinois

SUBJECT: INSTRUCTIONS TO CO-SPONSORS OF COMMUNITY SCHOOL LUNCH PROGRAMS  
REGARDING THE FILING OF CLAIMS FOR FEDERAL AND STATE REIMBURSEMENT.

IMPORTANT: CO-SPONSORS SHALL DISREGARD THE INSTRUCTIONS PRINTED ON THE REVERSE  
SIDE OF FORM FDA-536 AND SHALL FOLLOW EXACTLY THE INSTRUCTIONS SET  
FORTH HEREIN.

At the close of each calendar month, during the operation of the agreement, the co-sponsor shall be responsible for the preparation of six (6) copies of Form FDA-536 for each individual operating program under its jurisdiction, and for a combined report of individual programs. (For example, if a co-sponsor is operating five individual programs, it would be necessary to prepare six copies for each program. In such instances or in similar circumstances, whenever the co-sponsor is operating more than one program, the co-sponsor shall make a combined report on FDA-536 in six copies covering a total of the number of children, meals, etc., from all individual programs under the co-sponsor's agreement. (Form 536 constitutes co-sponsor's claim for Federal and State reimbursement, and must be prepared strictly in accordance with the following: (The original must be filled out in ink, indelible pencil or with typewriter - legible carbons are permissible for the five copies).

Indicate month and year in space provided.

- Line 1. For individual program reports, show exact name of school or child care center. For co-sponsoring agency's combined report of several programs, indicate separately number of schools and child care centers rather than names.
- Line 2. Indicate name and full address of sponsoring agency, (THIS WILL ALWAYS BE THE COUNTY SUPERINTENDENT OF SCHOOLS), and FDA agreement number exactly as they appear in the agreement.
- Line 3. On combined co-sponsor's report, leave this line blank.
- Line 4. For individual program reports, indicate price per meal charged to the greatest number of children. On combined co-sponsor's report, leave this line blank.

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Lines 5, 6, and 7. For individual program reports, indicate number of meals served in each category during the month, divided by number of days meals were served, to obtain the daily average. Do not include meals served without charge in line 6. For combined co-sponsor's report, show the sum of the entries on the corresponding line of the individual program reports.

Line 8. Indicate total monthly number of meals served by type. Number of meals served without milk must be indicated in space provided. (Individual program reports will not show both A and B types, but co-sponsoring agency's combined reports of several programs will show total number of meals of all types served under its agreement.)

Line 9. AMOUNT CLAIMED WILL BE THE TOTAL COST OF ELIGIBLE FOODS PURCHASED UNDER THE PROGRAM FOR THE MONTH IN QUESTION. ELIGIBILITY FOR FEDERAL AND STATE REIMBURSEMENT IS BASED ON THIS FIGURE. (For example: If the total cost of eligible foods purchased was \$125.00, this figure should be indicated on Line 9. If this happened to be an A Type program, and the entry on Line 8 indicated 1000 "A" (with milk) meals served, co-sponsor would be eligible for \$90.00 reimbursement from Federal funds, and \$25.00 reimbursement from State funds - in both cases the maximum indemnity rate for A type program would be applicable. If eligible food cost was \$95.00 instead of \$125.00, Federal reimbursement would still be \$90.00, but State reimbursement would be \$5.00 as this amount would represent the "excess cost" of eligible foods purchased and State reimbursement is based on this interpretation of "excess cost").

CERTIFICATION. Individual program reports and combined co-sponsor's reports shall be signed only by the "Program Supervisor" in the space indicated, and only the original copy should be signed; THEREFORE, CO-SPONSOR SHALL LEAVE "SPONSORING AGENCY" SECTION BLANK ON ALL 536 FORMS.

CO-SPONSOR SHALL SEND THE SIX COPIES OF 536 FOR EACH INDIVIDUAL PROGRAM TOGETHER WITH SIX COPIES OF THE COMBINED REPORT TO THE COUNTY SUPERINTENDENT OF SCHOOLS NOT LATER THAN THE THIRD DAY OF THE MONTH FOLLOWING THE MONTH OF OPERATION.

Those co-sponsors desiring to make claims for State reimbursement shall prepare and transmit two copies of Form SL-2. Excess Cost Form, SL-2, shall be submitted monthly to the County Superintendent of Schools, not later than the 10th day of the month following the month of operation, for each operating program.

Payment of approved claims for Federal reimbursement will be made to co-sponsors by the County Superintendent of Schools following his receipt of Federal payment for claims submitted. Payment of State reimbursement of co-sponsor's claim representing excess food cost will be arranged through the County Superintendent of Schools and State Department of Public Instruction.

CO-SPONSOR'S RECORDS. The co-sponsor should maintain an accurate record of the number of meals served without milk in each program within a school or child care center, and record this information on Form FDA-536, Line 8.

A suggested basis for maintaining simple records by co-sponsors in connection with the Community School Lunch Program, "Precautionary Notice to Co-Sponsors of Community School Lunch Program" is attached hereto.